

CLASS SPECIFICATION FOR
Purchasing Support Specialist

GENERAL STATEMENT OF DUTIES: Provides technical and administrative support to the County purchasing office and staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class performs a wide variety of technical and administrative support functions in the County's Purchasing Office. Work is performed under agency supervisory personnel of appropriate level, or under the direct supervision of the Purchasing Manager. The incumbent works directly with the Buyers and Senior Buyers on a day-to-day basis providing assistance in all purchasing activities. Employees in this class demonstrate good knowledge of the policies, procedures and laws regulating the activities of the Purchasing Office. Employees are involved in a large measure of public and internal customer contact and must maintain strict confidentiality.

EXAMPLES OF WORK (illustrative only):

- Processes purchase requisitions against State and County Contract requirements and those requiring issuance of informal solicitations or quotations that fall within small-purchase procedures;
- Provides a wide variety of administrative support to Purchasing Office, which includes the distribution of IFB's and RFP's;
- Distributes copies of proposals and bids received, prepares all necessary correspondence to selection committee and tabulates responses to evaluation criteria;
- Conducts business with the public, employees and other departments, answering questions requiring independent, responsible and in-depth knowledge of centralized policies and procedures related to purchasing activities;
- Reviews non-encumbered invoices to ensure compliance with County policies and procedures;
- Provides basic information on purchasing policies and procedures as needed by County staff, vendors and the public;
- Prepares quarterly quotes for procurement of perishable and staple foods;
- Prepares RFP's/IFB's, letters, contracts, board papers, memos, miscellaneous documents, edits Purchasing Manual and other correspondence issued by the Purchasing Office;
- Provides basic information on purchasing policies and procedures as needed to County staff, vendors and the public;
- Serves as Surplus Property Coordinator or Surplus Property Cashier under the Buyer/Surplus Property Administrator, assisting with sales and auctions and maintaining mailing lists, registering bidders at auctions and preparing vehicle titles and reconciling all monies received;
- Assists Buyers with bid openings, preparation of tab sheets, tallying of bids at public openings and forwarding results to requesting departments, and responding to vendor inquiries;
- May serve as Petty Cash Custodian for the Purchasing Office, Records and Risk Management;
- Prepares and submits for payment all invoices and IDT's;
- Monitors expenditures against objects to ensure funds are available;
- May prepare and process payroll and personnel forms for Purchasing Office, Risk Management and Records;
- Schedules interviews for oral presentation/negotiations, tabulates score sheets and provides summary of tabulation, drafts contract documents for review;
- Prepares purchase requisitions for Purchasing Office;
- Maintains and updates all records for Vendor Applications;
- Prepares and maintains County extracts for County contracts;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the laws, practices and applicable procedures used in governmental purchasing; knowledge of methods of purchasing goods and supply sources of commodities; good knowledge of and proven skill in the use of a personal computer and the ability to learn and effectively use commonly utilized business software packages; proven customer service skills and the ability to deal courteously, tactfully and effectively with vendors and their representatives; ability to develop and maintain effective and harmonious relationships with representatives from other County agencies and departments; ability to develop and maintain an effective filing and recordkeeping system; proven organizational skills; good knowledge of modern office practices, procedures and equipment; good analytical skill; discretion and the ability to maintain confidentiality; ability to work independently with minimal supervision.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and four (4) years of related experience, preferably in a purchasing environment; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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